



October 2016

GIS STUDENT INTERN

\$ 17.34

(Up to 1,000 hours per fiscal year)

About the District: West Valley Water District (District) is a public agency of the State of California formed on January 8, 1952. With a staff of 64 employees, the District has been engaged in financing, construction, operating, maintaining, and furnishing water service to its customers since inception. The District has about 20,000 water services.

About the Position: This is a temporary, entry level classification in which students with current enrollment in, or recent completion of a college degree may gain work experience through assignments within the District. Participants work under the direct supervision of an experience employee for up to 40 hours per week, not to exceed 1000 hours per year.

The ideal Student Intern is self-motivated toward completing tasks assigned to the department. He/She shows good judgment in both prioritizing and facilitating multiple projects and works well in a team environment.

Typical Duties: Under direct supervision, Performs a variety of GIS technical support tasks within ESRI's mapping software. Prepares, scans and indexes large format engineering documents. Performs Quality checks and reviews scanned documents for 100% data capture. Troubleshoots scanning errors on large format scanning equipment. Prepares maps, charts, graphs, reports in the District's GIS system. Maintains records of work performed. Participates in District safety meetings. Performs other related duties, as assigned.

Position Qualifications and Requirements: Eligible candidates must be high school graduates who are 1) currently enrolled (or between semesters) in an accredited college or university, or in a recognized vocational institution, or 2) recent collect graduates (within twelve months) seeking job experience. Be in good standing academically and capable of performing assigned duties as specified and not otherwise employed. Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Filing Procedure and Deadline: Applications are available in our website at www.wwd.org and at our District Office located at 855 West Base Line, Rialto, CA 92377. ***The closing date for this recruitment is Friday, October 14, 2016 at 11:59 pm. All applicants must submit a District application in order to receive consideration.***

Testing Requirements: Applicants selected for interviews may be required to show competency by taking spreadsheet software related and typing tests.

NOTE: The information contained in this job announcement is in abbreviated form. This is NOT an offer of employment and is NOT a complete list of the terms and conditions which affect District employment. Person selected for employment will be required to pass a medical examination, which includes drug screening. They will also be required to present documents establishing personal identity and the legal right to work in the United States. Employment is contingent upon the successful completion of this process. ***If any accommodations are needed during the interview process, please contact the Human Resources Department.***